

Attendance Policy Addendum – November 2020

Please note additions to the existing the policy below.

1. Legal responsibilities

- **School attendance became compulsory again from September 2020.** [As per DfE Guidance for full opening: schools](#) (updated November 2020) “All pupils, including those who are [clinically extremely vulnerable](#), can continue to attend school at all Local COVID Alert Levels unless they are one of the very small number of pupils or students under paediatric care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school.”

2. Parental responsibilities

- A timely reason; satisfactory to the school needs to be given for an absence; otherwise the absence will remain unauthorised. It is particularly important that parents share specific details of the reason for an absence and if the child is experiencing COVID symptoms and that they state this so the school can ensure parents/carers are spoken to as a priority and the schools suspected case procedures are enacted.
- Parents need to inform the school if their child is considered clinically extremely vulnerable to COVID-19.

2. School responsibilities

- If your child has a documented medical condition, we will wish to discuss this with you. We will devise a care plan with you to support your child in school; this might also require us to refer to the school nurse. Where your child is clinically extremely vulnerable the school will work with you to produce a risk assessment.

3. Absence

Where a student is unable to attend due to the following reasons they are classified as not required to attend school.

- When the school has identified them as a close contact of a positive COVID-19 case and requires them to isolate.
- When NHS Test and Trace has identified the child as a close contact of a positive COVID-19 case and they are required to isolate.
- When a household member or support bubble member has COVID-19 symptoms and the child is required to isolate while awaiting confirmation.

Absence in these circumstances is not recorded as an absence but as ‘not required to attend’. It will not be reported as an absence in students’ records and will be coded with the code X on the attendance certificate. Any % attendance reported will take account that the required attendance of a child who has isolated is less than the typical 190 days attendance reported in a year. The % attendance shown will reflect what % of required attendance they were present for.

Please note, only the school can make the decision as to if attendance is required.

Authorised absence

In the event that a child has COVID symptoms or a confirmed case they must not attend school. This will be recorded as illness. The school may request medical evidence if the absence extends beyond the 10 days required.

Additional unauthorised absence reasons as per DfE guidance:

- Not attending due a clinical or extreme clinical vulnerability that is not supported by medical evidence and the risk assessment process.
- Not attending due to the vulnerability of a household member.

Only the school can authorise absence so there may be other examples linked to COVID-19 absence that are not authorised as determined by the school.

Please note, where absence is unauthorised the school will not be making remote education provision.